



Richard Barnes Academy



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Application Information Pack

Attendance Officer & MIS Manager (Maternity Cover)



Working together to transform lives through education



Principal's Welcome



Dear Applicant,

We are delighted that you are considering joining our team at Richard Barnes Academy. Our two-campus alternative provision helps young people change their lives through positive relationships and a focus on our pillars: Safe, Character, and Ambition. We support those who struggle with conventional education or need time in an alternative setting due to life events.

We are an inclusive school, dedicated to supporting and raising the aspirations of every young person. Our learners work towards meaningful qualifications to transition back to mainstream school, specialist provision or onto Post-16 courses. We believe in the potential of all young people to become successful adults, supported by strong relationships with our staff.

One of our greatest assets at Richard Barnes Academy is our staff, who go above and beyond to promote a love of learning which enhances pupils' achievement and supports their personal, social and emotional development. We offer our staff a supportive and inclusive work environment where you can make a significant impact on students' lives, helping them achieve their full potential.

We are privileged to be part of the Thomas Deacon Education Trust, which shares our commitment to enhancing educational outcomes for all students across its diverse range of primary and secondary academies. As a staff member here, you will benefit from exceptional professional development and support, both within our school and through a variety of exciting development and training opportunities offered by our locally based trust. By collaborating with a network of like-minded schools, we ensure that our staff have access to the best possible opportunities for growth and development, no matter where they are in their career journey.

I am pleased that you are interested in finding out more about our Academy. We would warmly welcome visits from prospective candidates interested in being part of our team.

Warm regards,

Claire Everton | Principal



Job Description

Job Title	Attendance Officer & MIS Manager
Reports to	Assistant Principal
Salary/Grade	Pathway 6
Date Last Evaluated	Dec 2022
Core Purpose	<p>To work alongside key school staff to promote excellent levels of attendance and reduce levels of absenteeism as well as engage students and their parents/ carers where poor attendance is identified as a barrier to learning.</p> <p>To ensure that the school censuses are completed and submitted within national timeframes.</p>

Key Responsibilities

Attendance

- To take administrative lead in managing the attendance of all learners.
- Checking every student's daily attendance using the systems available, collating the list of absent pupils and informing parents of absence in line with the college's Attendance Policy.
- Be responsible for the implementation of the Academy's systems, procedures and policies in relation to attendance and punctuality.
- Monitoring the attendance of all pupils and implementing strategies to improve attendance and punctuality to meet Academy targets so that pupils' attainment improves to include correct completion of registers, part time timetables and appropriate notes added to learners' files.
- Be responsible for reporting a rapid response system for failing or poor attendance and punctuality including the monitoring of first day contact procedures for absent learners.
- Ensuring the students welfare needs are met so that students feel safe and secure both within the Academy and at home.
- Establishing and maintaining positive links between the Academy and parents / carers in parenting or eliciting outside support for them to do so.
- Manage the interface and referral systems for Local Authority Education Welfare Service and formal non-attendance procedures including fixed penalty notices.
- To establish and liaise with DSL/DDSL to support students with safeguarding concerns.



- To ensure all registers are completed and no missing marks or unexplained absences remain.
- To follow the Academy's policy of 'first day contact' within the Academy.
- To develop weekly reports which effectively monitor the attendance of all groups of students.
- Be responsible for all enquiries relating to attendance – learners, parents/carers and staff.
- Record, analyse and prepare documents for court procedures where RBA has decided to take action against poor attendance and punctuality.
- Contacting and working with parents / carers and the Academy pastoral team to address on-going concerns regarding their child's absence, lateness and truancy. Evaluate the impact of interventions and put in place actions to address further concerns.
- Monitoring targets for attendance and punctuality in relation to college context and national expectations with the Assistant Principal.
- Prepare details for legal cases in conjunction with EWO service.
- Make home visits to discuss with parents / carers support strategies designed to encourage and develop appropriate behaviour in a variety of settings.
- To reduce the proportion of persistent absentees.
- To provide the Senior Team with appropriate reports upon request.
- Holding regular liaison meetings with the Heads of Trinity and Fitzwilliam Campuses to review cohort and individual attendance and determine key actions as required.
- Contribute to practice and team developments to include attendance at meetings and the citywide Network meetings.
- Liaise with the Safeguarding & Wellbeing Officer to complete any safe and well visits for non-attendance and keep records up to date.

MIS

- Develop and co-ordinate a programme of professional learning in liaison with our system Capita to enhance all stakeholder use of MIS.
- Liaise with the ICT Manager to ensure MIS is kept up to date and compliant.

General Responsibilities

- Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Create and maintain positive and supportive relationships with staff, parents, business,



community and other stakeholders.

- Be aware of the School's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To engage with appropriate training opportunities to promote professional effectiveness in this role.
- Participate in the ongoing development, implementation and monitoring of the Trust and Academy Improvement Plans.
- To treat all information acquired through employment, both formally and informally, in strict confidence.
- To be aware of the school's responsibilities under the General Data Protection regulations (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
- Be aware of and comply with policies and procedures relating to child protection, reporting all concerns to the Designated Safeguarding Lead.
- Be aware of and comply with the codes of conduct, regulations and policies of the Trust and Academy and its commitment to equal opportunities.

The duties and responsibilities listed above describe the post as it is at present. It cannot be read as an exhaustive list of duties and may be altered at any time with Academy approval.

Note: Every job description in the organisation will be subject to a review either:

- On an annual basis at the time of the annual appraisal meeting, or
- As a result of a change in strategic direction, or
- As a result of a team/operational requirements, or

It is the shared responsibility of the post holder and their manager to ensure that the job description is kept up to date.



Person Specification

Attribute	Essential or Desirable	Assessment
Qualifications		
A full clean driving licence and own transport	E	A
Experience of working in an education setting	D	A
A professional qualification relevant to the post such as social work, reaching, youth work or other related qualifications	D	A
Knowledge & Understanding		
Demonstrate knowledge of national attendance regulations for schools	E	A/I
Knowledge of SIMS software	D	A/I
Skills & Abilities		
Excellent interpersonal skills, confident individual who can communicate in a professional manner	E	I/T
Ability to influence	E	I/T
Able to work alone or in a team, able to use initiative and to be able to build good working relationships	E	A/I/T
Ability to communicate appropriately at all levels within the Academy, and with parents, visitors and external organisations.	E	A/I/T
Excellent administrative, IT, word and excel skills	E	A/I/T
Ability to analyse data and make informed judgements	E	I/T
Ability to review, develop and implement relevant systems	E	I/T
Ability to multi-task within own remit and other areas	E	I/T
Ability to lead and achieve goals on HR projects and initiatives	E	I/T
Experience		
Experience of working with children, young people, parents and families preferably within an educational context	D	A
Experience of work within a school attendance related service or school administration	D	A
Experience of working with students, staff, parents and external agencies	D	A
Personal Commitment		
Demonstrate and adhere to TDET and Academy's Core Values.	E	A/I
Commitment to equality and diversity in the workplace.	E	A
Adhere to GDPR guidelines and the Academy's internal procedures.	E	A



Adhere to the Academy's Safeguarding and Prevent policy and procedures.	E	A/I
Adhere to TDET's Health and Safety policy and procedures.	E	A

Assessment methods

A - Application I - Interview T - Task/Activity L - Lesson Observation
R - References





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